

NATIONWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4800; DSN 853-4800
WEBSITE: <http://dema.az.gov/>

TITLE 32 EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT

NATIONAL GUARD MEMBERSHIP IS REQUIRED: This is an excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be **required to wear the military uniform.**

ANNOUNCEMENT NUMBER: 18-501T OPENING DATE: 1-Oct-18 CLOSING DATE: 22-Oct-18

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Security Specialist (Unit Deployment Manager), GS-0080-09, D2163000, E-5/SSgt-E-7/MSgt, MPCN: 010440153

APPOINTMENT FACTORS: OFFICER ☐ WARRANT OFFICER ☐ ENLISTED ☒

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

\$52,229.00-\$67,899.00 PA

SUPERVISORY ☐ **MANAGERIAL** ☐

NON-SUPERVISORY/NON-MANAGERIAL ☒

LOCATION OF POSITION:

16th Air Refueling Wing, Phoenix, Arizona

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed postmarked no later than the closing date. The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact call 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

AREA OF CONSIDERATION:

This position is in the Federal/Excepted Civil Service and is **open to current members and those eligible for membership in the Arizona Air National Guard.** Individual selected will receive an **Indefinite Appointment** and may be converted to permanent based on availability of funds or position no longer being encumbered. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results.

INSTRUCTIONS FOR APPLYING: Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application documents must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants **MUST** submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612.

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Air National Guard, (161st ARW) and must possess the following AFSC: 3P051 or higher

- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.
- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Military Uniform must be worn.
- Applicants must maintain membership and employment in the National Guard in the military grade listed in this announcement.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

Relocation Incentive may be offered: YES ☐ NO ☒
PCS may be offered: YES ☐ NO ☒

NOTES:

NOTE: This position is subject to rotating shifts, night shifts, and weekends/holidays.

NOTE: Must show 2 years experience relating to UDM duties and responsibilities.

NOTE: Provide a copy of RIP showing AFSC requirement is met.

NOTE: Must have a high school diploma.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge to direct, obtain, maintain, and provide for proper usage of Security Forces equipment in order to meet unit objectives.
2. Able to monitor, control, and manage computerized status files concerning tools, equipment, and materials on order.
3. Able to manage and direct programs in support of SF deployment requirements. As the Unit Deployment Manager, serves as the primary point of contact between deployment work centers for all deployable assets.
4. Knowledge to operate and manage SF storage facilities, to include geographically separated units and training sites.
5. Ability to perform and enforce the full range of SF duties within the military installation. Apprehends and detains violators of laws, rules, and regulations and turns them over to the Federal, civil police, or other law enforcement officers for arrest and posting of collateral.

SPECIALIZED EXPERIENCE: Must possess at least 24 months experienced in directing, obtaining, maintaining, or providing for proper usage of Security Forces equipment in order to meet unit objectives. Experiences included the tracking of operational and performance data on tools and equipment to provide feedback for appropriate activity. Experienced in the procedures for repairing tools and equipment and processed timely calibration of equipment. Experienced in performing liaison duties with US Army, Air Force, and other federal agencies to ensure proper acquisition, use, and maintenance of major equipment items required to support the unit. Experienced on preparing requisitions for supplies, materials, equipment, and services necessary to support the function, to include self-help projects. Has expertise and knowledge of specialized equipment and ability to determine suitable substitutes. Experiences involved monitoring source allowances, validating requests, and processing documentation to procure equipment. Able to maintain and utilize current federal supply catalogs, stock lists, government supply catalogs, cross-reference lists, commercial manufacturer's parts lists, and catalogs. Experienced in performing and enforcing Security Forces duties, that may include apprehending and detaining violators of laws, rules, and regulations and turning these violators over to the Federal or civil police or other law enforcement officers for arrest and posting of collateral.

BRIEF JOB DESCRIPTION: This position is located in an Air National Guard Wing, Mission Support Group, Security Forces (SF) Squadron at the 161st Air Refueling Wing in Phoenix, AZ. The primary purpose of this position is to manage deployment and logistical assets to ensure productive and effective utilization of materiel funding and requirements for all Security Forces tasks and responsibilities.

SELECTING OFFICIAL: CMSgt Scott Whitley
